

22 January 1957

Memo for the Record

SUBJECT: Comments on Proposed R [ ] General Separation Actions

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1. Our records indicate that the following changes in Form No. 21, Final Payment Clearance Sheet are desired:

a. The Chief of the Administrative Staff, Office of Logistics has suggested that the certification by the employee include the following underlined clause:

"...belief, all Government property issued to me has been returned or has been properly accounted for and that I am not indebted, ... etc...."

b. The Chief of the Audit Staff has suggested that the form be revised to provide a block to indicate that the employee cannot be cleared for reasons given in an attachment.

2. The Office of Personnel may wish to revise this form simultaneously with issuing this revision of R [ ]

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[ ]  
Records Management Staff

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Jan July 1953

# ESTIMATED COST OF MICROFILMING AS COMPARED TO RECORDS CENTER STORAGE

It is estimated that microfilming one 4-drawer legal size cabinet of documents will cost \$93.77 on the rotary type camera and \$164.32 on the flat-bed camera on the basis of this estimate. The original documents could be stored in the Records Center for 43 years and 3 months or 78 years and 6 months, depending on the type of camera that must be used.

## Cost Factors:

A.	<u>One 4-Drawer Safe</u>	<u>Flat-Bed</u>
	Equipment (amortization of \$1,712. over 10 year period - use of 4 days)	\$ 2.60
	Film, 8 reels @ \$4.42	35.36
	Labor, records preparation - 5 1/3 days @ \$12.24	65.28
	Labor, camera operation - 4 days @ \$12.24	48.96
	Labor, processing costs - \$.75 per reel	6.00
	Labor, film inspection, indexing - 1/2 day @ \$12.24	6.12
		<u>\$164.32</u>

(Figures for the above estimate were supplied by the BA Dossier Microfilming Project)

B.	<u>One 4-Drawer Safe</u>	<u>Rotary</u>
	Equipment rental - 2.66 days @ \$1.53	\$ 4.05
	Film, 6 reels @ \$2.33	13.98
	Labor, records preparation - 2.66 days @ \$12.24	32.56
	Labor, camera operation - 2.66 days @ \$12.24	32.56
	Labor, processing costs - \$.75 per reel	4.50
	Labor, film inspection, indexing - 1/2 day @ \$12.24	6.12
		<u>\$ 93.77</u>

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Cost Factors: (Cont'd)

C.	Steel shelving - initial cost	\$ 37.50
D.	Steel shelving - erection	9.75
E.	Storage boxes	.11
F.	Space rental per square foot	.75
G.	Twenty square feet for each section of shelving	
H.	7½ file cabinets of material stored per section of shelving	

Computation:

A.	\$93.77 x 7½ cabinets = \$703.27 to film	\$703.27
	\$47.25 (shelving) + \$6.60 (box) = \$53.85 for storage equipment	<u>53.85</u>
		\$649.42
	\$649.42 ÷ \$15.00 per year space rental = 43 years and four months that records can be stored for the cost of filming by rotary camera.	
B.	\$164.32 x 7½ cabinets = \$1,232.30 filming cost	\$1,232.30
	\$47.25 (shelving) + \$6.60 (boxes) = \$53.85 for storage equipment.	<u>53.85</u>
		\$1,178.45
	\$1,178.45 ÷ \$15.00 per year space rental = 78 years and 6 months that records can be stored for the cost of filming by flat-bed camera.	

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One roll of 16-mm. film, which takes up only twelve cubic inches of space, will carry the photographic images of 3,000 letters, or roughly three-fourths the contents of a file drawer. The condensation ratio is about 99:1.

But it may be much cheaper and easier to store the original records. The cost of preparing, filming, inspecting, and indexing the contents of a four-drawer cabinet runs to \$80 or more. For \$80 a company could store the contents of one cabinet in N.R.M.C.'s low-cost storage equipment for fifty-three years in space renting for \$1 per square foot. Aside from the fact that few records need to be kept for years on end, microfilming has other disadvantages. Microfilmed files are hard to read and to index, and it usually takes much longer to find microfilmed references than it does to find references in an ordinary paper file. Also, unless certain precautionary steps are taken, microfilmed records are still questionable legal evidence.

But the greatest disadvantage of microfilming files is that it perpetuates management's habit of keeping old records. Companies that are setting up retention and disposal programs are at least beginning to break that habit. The most effective way to break it, however, is to prevent paper work from accumulating in the first place.

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